



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL
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MEMORANDUM

TO: Prospective Applicants

FROM: The Criminal Justice Council Victims Advisory Committee

DATE: July 1, 2008

SUBJECT: Request for Concept Papers for FY2008 Victims of Crime Assistance Program ("VOCA")

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting concept papers for potential funding under the Federal Fiscal Year 2008 Victims of Crime Act ("VOCA") formula grant program (the "Program"). The United States Department of Justice, Office for Victims of Crime is charged with administering this Program, in conjunction with State agencies like the CJC. The Program is designed to provide funding to state and local units of government, non-profit organizations, and communities for direct services to victims of violent crime.

This solicitation is for *concepts for new programs* to provide direct services to all types of violent crime victims. However, *priority will be given to concepts that seek to provide services for elderly victims of crime, victims with disabilities and male victims of crime.* In addition, VOCA requires that a minimum of 10% of the federal VOCA grant funds be used to serve each of the following categories of victims: sexual assault; child abuse; domestic violence; and "underserved victims." As such, current funding levels require increases in services for child abuse victims, which are at 7%, domestic violence victims, which are at 1%, and the "underserved victims," which are at 2%. What constitutes "underserved victims" is defined by federal guidelines and includes: victims of federal crimes; victims of assault, robbery, gang violence, hate and bias crimes; victims of intoxicated drivers, bank robbery, economic exploitation and fraud of the elderly (55+), and victims of elder abuse.

Eligible Applicants

To be eligible, an organization must provide direct services to crime victims or clients with issues directly related to being a victim of a crime. The organization must be operated by a public agency or nonprofit organization, or a combination thereof. Organizations that have

divisions, sections or components which offer services to crime victims or clients that have been victims of crime but provide other services or functions, are eligible. For example, criminal justice agencies, religiously-affiliated organizations, hospitals and emergency medical facilities that perform a wide variety of functions but are capable of providing direct services to crime victims, are eligible. Federal agencies and in-patient treatment facilities that offer services to crime victims are not eligible to apply. Crime victims who are incarcerated are not eligible for services through a VOCA funded program.

Threshold Requirements

- ✓ Completion of the Criminal Justice Council Concept Form (Attached).
- ✓ Applicants must provide evidence of expertise and/or experience in providing direct services to victims. New programs that have not yet demonstrated a record of providing services may be eligible if they can demonstrate that 35% of their financial support comes from non-federal sources.
- ✓ Ability to provide the required 25% match for programs. In-kind match may be utilized to satisfy this requirement.
- ✓ Demonstrated ability to establish a client base (referral procedures) or documented current client base.
- ✓ Impose no income eligibility standards on individuals receiving assistance or services.
- ✓ Provide direct services to crime victims.
- ✓ Utilize at least one volunteer to accomplish program objectives.
- ✓ Promote, within the community served, coordinated public and private efforts to aid crime victims.
- ✓ Assist victims in seeking available crime victim compensation benefits.
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Process and Funding

The Victims Advisory Committee, with the assistance of Criminal Justice Council Staff, will review all concepts submitted by the due date. The Victims Advisory Committee seeks to make final recommendations to the CJC by September 15, 2008.

The funds are made available under the U.S. Department of Justice, Office for Victims of Crime, Victims of Crime Act-Victim Assistance Program. The crime victim assistance grant program was authorized by the Victims of Crime Act (VOCA) of 1984, as amended, Public Law 98-473, Title II to help ensure justice and healing for crime victims.

Up to approximately \$700,000 will be available to implement new programs for one year, with the possibility of an additional two years of funding if the programs are successful and funds are available. This year, currently funded third year and beyond VOCA funded programs will also be permitted to compete for funding. As such, to the extent applications for fourth year and beyond funding are put forth, concepts for new programs will compete with fourth year and beyond programs for the same funding. However, fourth year and beyond programs will be required to pass certain additional minimal thresholds, including but not necessarily limited to, demonstrated past program success and substantial efforts to secure alternative funding. Please be aware that historically the amount of funds requested has exceeded the amount available for new programs.

Concept papers should be concise and should not exceed eight (8) pages, including the budget pages. At a minimum, the submitted concept must include a cover sheet, project narrative, statement identifying collaboration with other agencies or entities, a preliminary budget with a budget narrative, and a list of other possible funding sources.

This packet includes a cover sheet and a Concept Paper Format that must be used. Please do not attach letters of support, brochures or other documents, except from agencies mentioned in Question H on page 5 of the Concept Form. Only letters verifying that the collaborating agency has agreed to cooperate and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

Concepts that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 56

- Does the Concept address a priority area of the Committee and, if so, does it do so effectively? (0-5 points)
- Does the Concept address a federal priority area and, if so, does it do so effectively? (0-2 points)
- Does the Concept clearly describe the nature of the service: What, How, Where, and by Whom it will be delivered? (0-10 points)
- Are the project objectives clear, achievable, and measurable? (0-10 points)
- Is the Concept based on research-based literature and or relevant information? (0-5 points)
- Interagency Collaboration: Are agencies identified and has contact been made? (0-5 points)
- Does the concept propose an evaluation strategy that will assess the impact and effectiveness of the project? (0-8 points)
- Is the budget reasonable: cost per service unit; are costs related to activities of the program; is the match identified and meets guidelines? (0-10 points)
- Agency has established history of providing services to victims in the priority areas. (1 point)

Completed concept papers must be **received at the CJC Office no later than 5:00 p.m. on July 31, 2008—no exceptions will be made.** Please mail your concept paper to:

**Maureen Monagle
Criminal Justice Council
820 N. French Street, 10th Floor,
Wilmington, Delaware 19801.**

If you have questions, please contact Maureen Monagle at (302) 577-8442 or Maureen.Monagle@state.de.us